

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. No faxed or e-mailed applications will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- POST** : **ASSISTANT DIRECTOR: AFFORDABLE MEDICINES: DATABASE ADMINISTRATOR (CONTRACT POST ENDING 31 MARCH 2019) (REF NO: NDOH 9/2017)**
- SALARY** : R311 784 per annum (plus 37% in lieu of benefits).
- CENTRE** : Chief Directorate: Sector Wide Procurement. Directorate: Affordable Medicines (Global Fund). Pretoria.
- REQUIREMENTS** : *A Bachelor's Degree/National Diploma or equivalent NQF 6 qualification in Information Systems or Computer Sciences *At least two (2) years relevant experience *Knowledge of master data management protocols and techniques *Knowledge of industry standards, legislation and best practices relating to information and communication technologies *Good communication (verbal and written), skills in programming e.g. SQL, problem solving, project management, risk management,

detail oriented, planning, organising, administrative and computer skills (MS Office packages) *Ability to work independently and function as part of a broader team and possess a patient-centred, proactive approach to problem-solving.

DUTIES : *Develop master data quality review schedule *Maintain Master Data Library for all master data owned by Affordable Medicines Directorate*Conduct master data quality reviews for the Directorate *Review data for accuracy, validity, reliability, relevance, completeness and conduct data quality audits according to defines protocols *Execute master data quality maintenance and improvement actions *Develop draft change requirements, understanding user requirements and scope of impact *Ensure availability of master data sources *Maintain checklist for availability of master data sources, including electronic and hard-copy version of contract information *Maintain register of the Directorate data users *Develop register of all users contributing to data as well as all users accessing data or reports associated with the Directorate *Maintain knowledge management plan and risk management plan.

NOTE : **Short-listed applicants will be required to complete a technical assessment during the interview process.**

ENQUIRIES : Ms K Jamaloodien (012) 395 8530

CLOSING DATE : 3 March 2017

CLOSING TIME : 12H00 Midday

MEDIA : NDOH Website PSVC